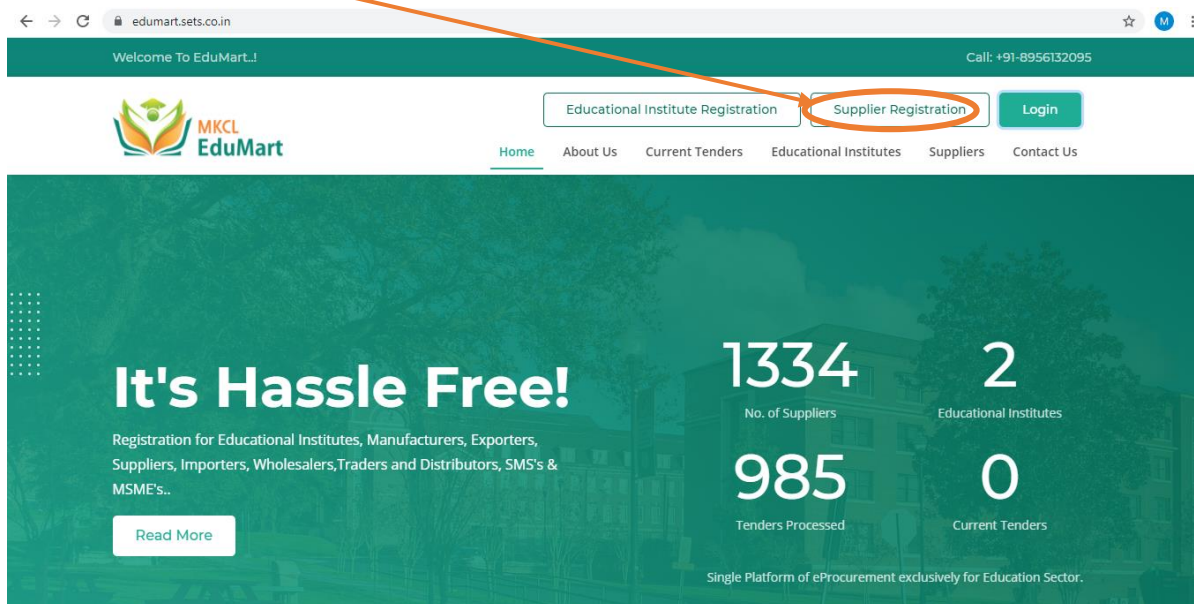


Supplier Registration Manual

How to start:

Click on **Supplier Registration** on <http://edumart.sets.co.in>



The following page will appear from the above process:

Vendor Registration - Step 1 of 7

Mandatory fields marked *

Representative Details	
Name *	<input type="text"/> - <input type="text"/> (First Name - Last Name)
Designation *	<input type="text"/>
Country *	<input type="text" value="---Select--"/>
Telephone Number 1 *	<input type="text"/> e.g. +91-721-2345678
Telephone Number 2 *	<input type="text"/> e.g. +91-721-2345678
Mobile Number *	<input type="text"/> e.g. +91-9999999999 <input type="checkbox"/> I agree to get various notifications on this mobile
Email Address *	<input type="text"/> e.g. abc@mydomain.com
Company Name	
Company Name *	<input type="text"/>
Vendor Category *	<input type="radio"/> Supplier <input type="radio"/> Buyer <input type="radio"/> Both Supplier & Buyer
Company Login Details	
Username *	<input type="text"/> (6-15 characters and should not contain any special symbols)
Password *	<input type="text"/> (6-15 characters and should not contain blank spaces)
Confirm Password *	<input type="text"/>
<input type="button" value="Save And Next"/>	

We will use this address for sending intimations. Kindly enter valid

Step 1:

Kindly fill your details such as:

- Name
- Designation
- Country, Telephone number.
- Mobile number (for OTP verification)

- Email id (for OTP verification)
- Click on the checkbox after filling mobile number.

Representative Details	
Name *	<input type="text"/> - <input type="text"/> (First Name - Last Name)
Designation *	<input type="text"/>
Country *	---Select-- ▾
Telephone Number 1 *	<input type="text"/> e.g. +91-721-2345678
Telephone Number 2	<input type="text"/> e.g. +91-721-2345678
Mobile Number *	<input type="text"/> e.g. +91-9999999999 <input type="checkbox"/> * I agree to get various notifications on this mobile
Email Address *	<input type="text"/> e.g. abc@mydomain.com

- Company name
- Vendor Category

O Supplier- Kindly Select Supplier Only.

Company Name *	
Company Name *	<input type="text"/>
Vendor Category *	<input type="radio"/> Supplier <input type="radio"/> Buyer <input type="radio"/> Both Supplier & Buyer

- Enter Username and password for which you want to set for accessing the EduMart portal in future.

Company Login Details	
Username *	<input type="text"/> (6-15 characters and should not contain any special symbols)
Password *	<input type="password"/> (6-15 characters and should not contain blank spaces)
Confirm Password *	<input type="password"/>

- Click on **Save & Next** after filling all the above details for OTP verification screen.

OTP verification:

- The following screen appears

OTP Verification	
Enter Mobile OTP :	<input type="text"/>
Enter Email OTP :	<input type="text"/>
<input type="button" value="Verify"/> <input type="button" value="Resend"/>	

- Enter the OTP received on Mobile in Mobile OTP
- Enter the OTP received on email in Email OTP.
- Click on Verify.
- In case you haven't received OTP on anyone of Mobile/Email click on Resend.

Step 2:

Select Category:

<input type="checkbox"/> EDUMARTITEMS	Select Item
---------------------------------------	-------------

- Click on the checkbox above and click on **Select Item**.

Vendor Registration - Vendor Item Selection

Vendor Item Details

No Items found.
Page No 1

Select	Item Code	Item Hierarchy
No Details Found.		

Save And Next Back Add Details Delete

Click on **Add details**.

The following screen appears.

Add Item

Instructions:
1. Select appropriate option from each drop down
2. After saving data, items list will be display in grid

Mandatory fields marked *

Item Search Type

Category * EDUMARTITEMS

Search Type * ☒ Select ☐ Search

Item Selection

Major class --Select--

Note: Select corresponding class to add items of that level

Save Cancel

- Select Major Class.

Vendor Item Selection - Google Chrome

edumart.sets.co.in/edumart/vendorItemListItemAction.action

Mukta Nawade | HKCL | mukta123 | Logout

Vendor Registration - Vendor Item Selection

Vendor Item Details

No Items found.
Page No 1

Select

No Details Found.

Save And Next Back

Add Item

Instructions:
1. Select appropriate option from each drop down
2. After saving data, items list will be display in grid

Mandatory fields marked *

Item Search Type

Category * EDUMARTITEMS

Search Type * ☒ Select ☐ Search

Item Selection

Major class --Select--

Note: Select corresponding class

SUPPLY
WORKS

Save Cancel

- Click on **Save.**

Following screen appears.

Vendor Registration - Vendor Item Selection

Vendor Item Details

Add DetailsDelete

1 item found.
Page No 1

Select	Item Code	Item Hierarchy
<input type="radio"/>	01	SUPPLY

Save And NextBack

- Click on **Save And Next.**

Company Contact Details.

Fill the required details and upload the Incorporation certificate of the Company.

Company Contact Details

Company Name *MKCL

Registration No *

Vendor Type *--Select--

Company Type *--Select--Incorporation Date *11Dec2020

Incorporation Certificate *
File upload size is : 1 MB
Type of files : gif, jpeg, jpg, doc, xls, pdf, zip, docx, xlsx format only
Browse...No file selected.Upload

Company URLe.g. www.mkcl.org

Regst. Office Address *

Country *INDIAState *--Select--District *--Select--

City *Pincode *

GST Details *GST Details

Are you MSME? *YESNONO

Telephone Number 1 *e.g. +91-721-2345678

Telephone Number 2e.g. +91-721-2345678

Fax Number 1e.g. +91-721-2345678

Fax Number 2e.g. +91-721-2345678

Save And NextBack

- For GST details, click on **GST details.**

Following screen will appear.

Statewise GST registration details

Instructions:
1. Please enter appropriate details in State, Address and Permanent GST Registration number
2. Upload GST certificate (Note: Maximum size : 1 MB and Allowed File Type : gif, jpeg, jpg, doc, xls, pdf, zip, docx, xlsx)
3. After saving data, information will be display in grid
4. You can add more state details by clicking on "Add statewide GST Details"

Click here to add state wise GST registration number [Add Statewise GST Details](#)

State	Address	Permanant GST Registration Number	Certificate	Remove
No Details Found.				

[Save](#)

- Click on Add State wise GST details and enter State, Address, Permanent GST number & attach the GST certificate and click on Save.
- On successful upload following screen will appear.

Statewise GST registration details

• **Data has been saved successfully. Kindly close this window and proceed for registration!**

Instructions:
1. Please enter appropriate details in State, Address and Permanent GST Registration number
2. Upload GST certificate (Note: Maximum size : 1 MB and Allowed File Type : gif, jpeg, jpg, doc, xls, pdf, zip, docx, xlsx)
3. After saving data, information will be display in grid
4. You can add more state details by clicking on "Add statewide GST Details"

Click here to add state wise GST registration number [Add Statewise GST Details](#)

State	Address	Permanant GST Registration Number	Certificate	Remove
MAHARASHTRA	Plot No. 30, Sector 42-A, Nerul, Navi Mumbai, Maharashtra 400706	22ABCDE888M1Z8	Download Delete Certificate	Remove

[Save](#)

- Close the window and proceed to the previous screen.
- Click on **Save & Next** to proceed to Step 3.

Step 3

Vendor Registration - Step 3 of 7

Instructions:
1. Click on Add Details for adding certificate
2. Select appropriate option from each drop down and upload necessary documents
3. After saving data, document list will be display in grid

Certificate Detail

[Add Details](#) [Edit Details](#) [Delete](#)

No Items found.
Page No 1

Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
No Details Found.					

[Save And Next](#) [Back](#)

- Click on **Add Details.**
- Select Category

- Select Certificate, i.e. PAN
- Enter PAN number and upload your scan of PAN.

Add Certificate

Mandatory fields marked *

Select Type

Select Category *
EDUMARTITEMS

Select Certificate *
PAN

Certificate Details

Details *
ABCDE1234F
e.g. ABCDE1234F

Copy of Certificate *
PAN Card.docx
Remove
Download

Save
Cancel

- Click on Save.

Vendor Registration - Step 3 of 7

Instructions:

1. Click on Add Details for adding certificate
2. Select appropriate option from each drop down and upload necessary documents
3. After saving data, document list will be display in grid

Certificate Detail

Add Details
Edit Details
Delete

1 item found.
Page No 1

Select	Name of Certificate	Category	Certificate No	Issue Date	Validity Date
<input checked="" type="radio"/>	PAN	EDUMARTITEMS	ABCDE1234H	N.A.	N.A.

Save And Next
Back

- Click on **Save And Next** to proceed to Step 4.

Step 4

This step consists of adding management details.

- Click on **Add Details**.

Vendor Registration - Step 4 of 7

Instructions:

1. Click on Add Details for adding Management details
2. Kindly fill atleast one Management details information in given field.
3. After saving data, management details will be display in grid

Management Details

Add Details
Edit Details
Delete

No items found.
Page No 1

Select	Name	Designation	Mobile No	Email
No Details Found.				

Save And Next
Back

- Fill all the details.
- Click on Save
- Enter OTP received on Email & Mobile and proceed.

Add Contact

OTP Verification

Enter Mobile OTP : 831014

Enter Email OTP : 209854

Verify Resend

Vendor Registration

Instructions:

1. Click on Add Details for adding Management details
2. Kindly fill atleast one Management details information in given field.
3. After saving data, management details will be display in grid

Management Details

No Items found.
Page No 1

- On saving, you will get the following screen:

Vendor Registration - Step 4 of 7

Instructions:

1. Click on Add Details for adding Management details
2. Kindly fill atleast one Management details information in given field.
3. After saving data, management details will be display in grid

Management Details

Add Details Edit Details Delete

1 item found.
Page No 1

Select	Name	Designation	Mobile No	Email
<input type="radio"/>	Mukta Nawade	MFS	+91-9820838628	muktanawade@gmail.com

Save And Next Back

- Click on **Save & Next** to proceed to Step 5.

Step 5

Step 5 is about adding Past Performance details. This is non-mandatory step and you can click on Save & Next if you want to skip the step.

For adding details, click on **Add details**

Vendor Registration - Step 5 of 7

Instructions:

1. Click on Add Details for past performance certificate details
2. Kindly fill appropriate information in given field.
3. Upload files Purchase order copy (1 MB), Award certificate (1 MB) with appropriate format of gif, jpeg, jpg, doc, xls, pdf, zip, docx, xlsx.
4. After saving data, management details will be display in grid

Note: Past Performance details is an optional step and can be skipped.

Past Performance Detail

Add DetailsEdit DetailsDelete

No items found.
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
No Details Found.						

Save And NextBack

- Add all the details required.

Add Past Performance

Mandatory fields marked *

Category Type *

EDUMARTITEMS

Description of Work *

Name of the Firm *

P.O. Number *

Order Start Date *

11

Jan

2021

Order Completion Date *

11

Jan

2021

Amount of Work Executed (in Rs.)

Attach Copy Of P. O.

Choose File

 No file chosen

Upload

Certificate Awarded If Any

Choose File

 No file chosen

Upload

Reference 1

Country *

---Select---

Telephone Number 1 * e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

Reference 2

Telephone Number 1 e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

SaveCancel

Add Past Performance

Category Type *

Description of Work *

Name of the Firm *

P.O. Number *

Order Start Date *

Order Completion Date *

Amount of Work Executed (in Rs.)

Attach Copy Of P. O. No file chosen

Certificate Awarded If Any No file chosen

Reference 1

Country *

Telephone Number 1 * e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

Reference 2

Telephone Number 1 e.g. +91-721-2345678

Telephone Number 2 e.g. +91-721-2345678

- Click on **save**.
- Following screen will appear:

Past Performance Detail

1 item found.
Page No 1

Select	Work Description	Firm Name	Category	P.O. Number	Order Date	Completion Date
<input type="radio"/>	Civil work	MKCL	EDUMARTITEMS	1234	8 Mar, 2020	31 Mar, 2020

- Click on **Save & Next** to proceed to final Step.

Last Step

Preview - End of Vendor Registration

Registration Process Complete

Registration Authority **Edumart**

- You can preview your application by clicking on **Preview** button

- Click on Apply for Registration to **apply for Registration.**

❖ After Applying, you will get an acknowledgement SMS and email about the application.

❖ Within 1-2 days, your application will be approved and you will receive a SMS and email about the same.

❖ Once approved, you can login through <https://edumart.sets.co.in> with the username & password set in Step 1.